

Department of State – 2012 Cairo International Biennale

Program Office:	Educational and Cultural Affairs Bureau
Funding Opportunity Title:	Official U.S. Representation at the 13 th Cairo International Biennale, Cairo, Egypt
Announcement Type:	Grant
Funding Opportunity Number:	S-LMAQM-12-ECA-EGYPT
Receipt Deadline for Applications:	September 23, 2011
CFDA	19.415

ELIGIBILITY

Eligibility is limited to not-for-profit organizations subject to 501 (c) (3) of the U.S. tax code. Direct funding for non-U.S. entities is not available under this announcement. The Department of State encourages organizations that have not previously received international program funding from the U.S. Government (USG) to apply under this announcement.

In addition to this opportunity, potential applicants are also encouraged to consider applying for organizing the “Request for Grant Proposals - Official US Representation at the 55th International Art Exhibition, June through November 2012, Venice, Italy” on the Grants.gov website at: <http://www.grants.gov>.

Cost Sharing or Matching

This program does not require cost sharing.

Other Special Eligibility Criteria

Not Applicable.

AGENCY CONTACT INFORMATION

Planning and budgeting for exhibitions is a complicated process, and requires that you first obtain a complete set of documents. These documents are attached to the “Request for Grant Proposals - Official U.S. Representation at the 13th Cairo International Biennale, December 2012 through February 2013, Cairo, Egypt, on the Grants.gov website at: <http://www.grants.gov>.

- A) Please do not submit a proposal without first discussing your project with Alan Cross in the Cultural Programs Division at the U.S. Department of State at:
E-mail: crossa@state.gov (*Preferred method of communication*)
Phone: (202) 632-6407
- B) For questions relating to Grants.gov, please call the Grants.gov Contact Center at 1-800-518-4726, e-mail support@grants.gov, or consult the information posted on the Grants.gov website at [Help](#). The Grants.gov Contact Center is available 24 hours a day, 7 days a week.

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EXECUTIVE SUMMARY

The Department of State's Cultural Programs Division (ECA/PE/C/CU) in the Bureau of Educational and Cultural Affairs is pleased to announce an open competition for grant proposals from U.S. non-profit organizations including museums, galleries, and visual arts organizations to organize the official U.S. presentation at the 13th Cairo International Biennale, in Cairo, Egypt, from December 2012 through February 2013.

Precise opening/closing dates and theme for the 2012 Biennale have yet to be announced, but will be posted on the Grants.gov and ECA websites as soon as they are made known. Applicants are requested to propose exhibitions that represent the most outstanding and interesting work being made in the United States.

The Biennale has significant participation from Europe, Asia, and Latin America, although art from Arab and Muslim countries predominates. In 2010, approximately 75,000 visitors viewed the exhibition during the Biennale's two month period. Generally, the organizers of the Biennale plan seminars, discussions, and film screenings in conjunction with the exhibition, which receives significant media coverage.

Pending availability of funds, the State Department will make up to \$135,000 available for all aspects of exhibition development, preparation, production, installation, the travel of curators and key participants, and the return or onward shipping of the exhibition at the Biennale's end.

The U.S. Department of State has a special interest in engaging broad audiences through outreach activities. Additional funds may be available for a publication and public programs organized by the curators in consultation with the U.S. Embassy in Cairo and the Cultural Programs Division of the Bureau of Educational and Cultural Affairs. Any funds for public programs will be provided directly to the U.S. Embassy in Cairo.

BACKGROUND

The Cairo International Biennale, originally established in 1989 as an international exhibition devoted to painting and sculpture, has expanded in recent years to include work in all media. Past U.S. representation at the Cairo Biennale includes:

In 2010, the Arab American National Museum of Dearborn, Michigan, organized the United States' representation, featuring the work of four American artists: Annabel Daou, Dahlia Elsayed, Rheim Alkadhi and Nadia Ayari. Ranya Husami, an independent curator, curated the exhibition which included installation pieces, paintings, and photographs.

In 2008, Jennifer Steinkamp represented the U.S. with Kimberli Meyer, Director of the MAK Center, as Commissioner. Ms. Steinkamp's exhibit was entitled *Dervish Cairo* and included both prints and video installations.

In 2006, Daniel Joseph Martinez represented the U.S., with Gilbert Vicario of the Museum of Fine Arts Houston, as Commissioner. Mr. Martinez received the Hathor Prize for his project, titled *The Fully Enlightened Earth Radiates Disaster Triumphant*.

The sponsoring organization for the Biennale is the National Center of Fine Arts of the Ministry of Culture of Egypt, which is responsible for programs at all state owned museums and galleries

with the exception of the Museums of Antiquities. The Biennale is presented at the Center of Fine Arts in Zamalek; in the gardens surrounding the Center and in the galleries and gardens of the Palace of Art, the largest and principal venue. Each of the sites is within easy reach of the others.

I. FUNDING OPPORTUNITY DESCRIPTION

Authority: Overall grant making authority for this program is contained in the Mutual Educational and Cultural Exchange Act of 1961, Public Law 87-256, as amended, also known as the Fulbright-Hays Act. The purpose of the Act is "to enable the Government of the United States to increase mutual understanding between the people of the United States and the people of other countries...; to strengthen the ties which unite us with other nations by demonstrating the educational and cultural interests, developments, and achievements of the people of the United States and other nations...and thus to assist in the development of friendly, sympathetic and peaceful relations between the United States and the other countries of the world." The funding authority for the program above is provided through legislation.

II. AWARD INFORMATION

Award Amount: **\$135,000**

Type of Award: **Grant**

Fiscal Year Funds: **FY-2012**

Approximate Number of Awards: **1**

Anticipated Award: Pending availability of funds: **December 1, 2011**

Anticipated Project Completion Date: **March 30, 2013**

Additional Information: **This exchange program will be funded in FY-2012, pending the availability of funds.**

While matching funds are not required, past experience has shown that overall costs are considerably higher than actual U.S. Government funding. In cases where the project budget is higher than \$135,000, the grantee organization will be responsible for raising the additional funds.

III. ELIGIBILITY REQUIREMENTS

1. Eligible Applicants

Eligibility is limited to not-for-profit organizations subject to 501 (c) (3) of the U.S. tax code. Eligible applicants are U.S. - based non-profit museums, schools, galleries, and visual arts organizations. **Independent curators wishing to apply must seek affiliation with a non-profit institution to take on the responsibility of fiscal management for the project.** Participating curators submitting applications on behalf of a non-profit organization must be U.S. citizens or have permanent resident status in the U.S. Artists whose work is proposed for representation must be U.S. citizens.

2. Cost Sharing or Matching

This program does not require cost sharing. Applicants are not required to include funding from other donors. However, applications that include additional in-kind and/or cash contributions from non-U.S. Government sources will be more competitive, since cost-sharing demonstrates a strong commitment to the planned activities and will be considered to show great cost effectiveness. **In addition, past experience has shown that overall costs are considerably higher than actual U.S. Government funding.**

3. Other Special Eligibility Criteria
Not Applicable.

IV. APPLICATION AND SUBMISSION INFORMATION

Award Period: **15 months**

Award Amount: **\$135,000.**

Availability of Funds: **This exchange program will be funded in FY-2012, pending the availability of funds.**

IMPORTANT DATES

Proposal RECEIPT Deadline	September 23, 2011
Applicant Notification	December 1, 2011
Press Release goes out	January 1, 2012
Exhibition Dates	mid-December, 2012 to late February, 2013

Proposals will be reviewed by the Federal Advisory Committee on International Exhibitions (FACIE), a committee convened by the National Endowment for the Arts on behalf of the U.S. Department of State for the purpose of assessing the proposals and making recommendations for exhibitions to represent the U.S. at major international exhibitions. The Bureau of Educational and Cultural Affairs expects to announce its decision by **December 1, 2011.**

Application Submission Process

Applications must be submitted in two ways – hardcopy and electronically.

- 1) ***ELECTRONICALLY using Grants.gov.*** Thorough instructions on the application process are available on the: <http://www.grants.gov> and <http://www.exchanges.state.gov/cultural/biennales/grants.html> websites. For questions relating to Grants.gov, please call the Grants.gov Contact Center at 1-800-518-4726.

Before applying, read SECTION VIII – GRANTS.GOV TIPS

For questions about this solicitation, contact Alan Cross, Visual Arts Program Officer, Bureau of Educational and Cultural Affairs, at:

E-mail: crossa@state.gov, (*Preferred method of communication*)

Phone: (202) 632-6407

- 2) ***HARD-COPY***, via a nationally recognized overnight delivery service (i.e., DHL, Federal Express, UPS, Airborne Express, or U.S. Postal Service Express Overnight Mail, etc.). In addition to the electronic submission to Grants.gov, a hard copy application, with all required appendices (see pages 7–9) and work sample material is required. Send your application to:

Alan Cross, Visual Arts Program Officer
ECA/PE/C/CU, SA-5, Floor 3-K14
U. S. Department of State, 2200 C Street, NW
Washington, DC 20522-0503
Telephone: (202) 632-6407
E-mail: crossa@state.gov

Be sure to notify the Program Officer when your application has been sent for delivery.

Application Deadline

Applicants have until midnight (12:00 a.m.), September 23, 2011, Washington, D.C. time to ensure that their entire application has been:

- 1) Uploaded to the Grants.gov site
- 2) Postmarked for hard-copy delivery

There are no exceptions to the above deadline. Applications uploaded to the site after midnight of the application deadline date will be automatically rejected by the Grants.gov system, and will be deemed technically ineligible. Begin the application process early, as this will allow time to address any technical difficulties that may arise in advance of the deadline.

ALL APPLICANTS MUST REGISTER WITH GRANTS.GOV PRIOR TO SUBMITTING AN APPLICATION.

Registering with Grants.gov is a one-time process; however, **it could take as long as two weeks to have the registration validated and confirmed.** Please begin the registration process immediately to ensure that the process is completed well in advance of the deadline for applications. Until that process is complete, you will not be issued a user password for Grants.gov, which is required for application submission. There are four steps that you must complete before you are able to register:

- (1) Obtain a Data Universal Numbering System (DUNS) number from Dun & Bradstreet (if your organization does not have one already) by calling 1-866-705-5711;
- (2) Register with Central Contractor Registry (CCR);
- (3) Register yourself as an Authorized Organization Representative (AOR); and
- (4) Be authorized as an AOR by your organization. For more information, go to www.grants.gov.

Please note that your CCR registration must be annually renewed. Failure to renew your CCR registration may prohibit submission of a grant application through Grants.gov. See Grants.gov Tips at the end of this RFGP.

Application Content

Applicants must follow the RFGP instructions and conditions outlined below and supply all information required. Failure to furnish all information or comply with stated requirements will result in disqualification from the competition. Applicants must set forth full, accurate, and complete information as required by this RFGP. The penalty for making false statements in proposals to the USG is prescribed on 18 U.S.C.1001.

The proposals may not exceed 8 single-spaced, single-sided pages in 12-point, Times New Roman font with 1-inch margins. This requirement excludes the appendices, **(a-f)**, outlined in “**Section 5 – Appendices**” below. In the header of each page, please include the name of the applicant organization. Organizations are NOT permitted to submit multiple proposals. The proposal must consist of the following:

Section 1 - Application for Federal Assistance (SF-424):

Information regarding this form can be found on-line at:

http://www.grants.gov/agencies/aforms_repository_information.jsp

Section 2 - Abstract:

The abstract is limited to 300 words in length. It must provide a summary of the identified project, proposed activities, and expected results.

Section 3 – Project Goals/Implementation Plan:

The applicant must specify the goals and objectives of the project. The proposed activities should be described in sufficient detail to show how objectives and goals will be met. This section should also describe how success will be measured. Finally, this section must include a time-task plan that clearly identifies the objectives and major activities.

Submit a description of the proposed exhibition, up to three pages, single-spaced, single-sided. Prepare as follows: on the first page, centered at the top of the page, and in caps include the following:

- NAME OF ARTIST(S)
- NAME OF CURATOR
- NAME OF APPLICANT ORGANIZATION

Continue on the same page with a narrative that includes:

- (a) The curatorial vision for the works to be presented or commissioned. If the artist(s) plan(s) to develop new work or create an installation specifically for the event,
 - describe the intention and approach of the artist(s) to the project;
 - outline how the artist(s) intends to realize the project;
 - provide a rough production schedule.
- (b) A discussion of why the proposed exhibition should represent the U.S. at this particular event at this time.
- (c) An explanation of project related activities to engage the public.

Section 4 - Organizational Capability:

Applications must include a clear description of the applicant's management structure, previous experience with curating major design art exhibitions. Besides information about the organization as a whole, this section must also identify the proposed management structure and staffing plan for the proposed project.

Section 5 - Appendices:

Proposal submission must include the appendices, (a-f), detailed below. Appendix (f) is optional. Only the appendices (a-f) may be included as part of the application:

(a) Budget: Include all anticipated expenses for exhibition preparation and implementation with the following budget considerations for Cairo:

- Include costs associated with trips to Cairo before and during the Biennale by exhibition personnel. During the visit to Cairo, coordinate with the Public Affairs (PAO) staff at the U.S. Embassy. The staff will be able to assist, and provide references for local experts, for estimates of actual costs associated with all aspects of project needs and management, including construction and installation. The staff can also assist with visits to Biennial venues and meetings with key organizers of the Biennial.

- Public relations costs should include letterhead, press photos, CDs, and any other image media, translation into Arabic for press releases, catalogues and other publications. \$10-15,000 should be budgeted for the production of publications.
 - Additional funds may be available for publications and public programs organized by the curators in consultation with the U.S. Embassy in Cairo and the Cultural Programs Division of the Bureau of Educational and Cultural Affairs. Any funds for public programs will be provided directly to the U.S. Embassy in Cairo. Up to \$15,000 should be allocated for public programs.
 - Upon selection, curators will consult with key organizers of the exhibition and the PAO staff to review actual project needs and develop a revised budget. Any sums required over and above the line item allocations will be the responsibility of the curator and sponsoring organization.
 - Curators should ensure the exhibition is self-sufficient and shipped with all the tools and supplies needed for installation and dismantling. Audio-visual equipment and other exhibition materials (signage, banner, bases, tools, and hardware) should be shipped with the exhibition – acquiring or renting equipment in Cairo can be problematic.
 - Depending on the nature of the exhibition, please outline and budget for security needs.
 - All materials employed in the exhibition installation require fire safety certification.
- (b) **Resumes/CVs:** Provide biographical summaries, no more than one page each, of the curator, artist(s), and all other key personnel involved in the project.
- (c) **Letter of Authorization:** Provide a letter of authorization to apply signed by the director or other legally responsible party of the applicant organization, or sponsoring institution. Failure to provide such a letter will result in the proposal being declared technically ineligible.
- (d) **Work Sample CD/DVD:** Provide visual samples of actual works proposed for the exhibition in the format that best represents the work for the panel's review. If the artist(s) plans to develop a new work for the exhibition, visual documentation should reflect most recent work or work related to the proposed project. Only digital images on a CD or work on a DVD will be accepted.

Preview your samples before submitting them to ensure that there are no technical problems that might interfere with the panel's review of your work. The National Arts Endowment (NEA) may copy or digitally convert work samples to facilitate panel review. By submitting a work sample, you are giving NEA permission for reproduction and dissemination for this purpose.

Provide one copy of up to 20 electronic images, with titles, in JPEG format. Image size should be consistent. Suggested size is 800x600 pixels. PowerPoint format is preferred, but not required. Label the CD with the name of the artist(s). Label the DVD with the artist's name and designate the track to view. CDs must be in MS Windows readable format.

- (e) **Work Sample Sheet:** Include a page with the name of the artist(s) as the heading and the following information for each image or DVD: title, date, media, dimensions, and if appropriate a description of the work represented. Number the images in the order that they will be viewed on the CD/DVD that you provide.
- (f) **Additional supporting materials**, such as drawings or publications, are welcome, but are not required. These will not be returned.

V. AWARD SELECTION CRITERIA

Evaluation Criteria: Applicants should note that the following criteria:

- 1) Serve as a standard against which all proposals will be evaluated, and
- 2) Serve to identify the significant matters that should be addressed in all proposals.

Proposals for the 13th Cairo International Biennale will be reviewed by the Federal Advisory Committee on International Exhibitions (FACIE), a committee of leading U.S. curators and experts in American contemporary art convened by the National Endowment for the Arts on behalf of the U.S. Department of State for the purpose of assessing the proposals and making recommendations for exhibitions to represent the U.S. at major international exhibitions.

Eligible proposals will be reviewed by FACIE based on the following criteria:

- Artistic excellence, which includes:
 - Quality and significance of the artists, arts organizations, works of art, or services that the project will involve, as appropriate
- Artistic merit, which includes:
 - Extent to which proposal represents the vitality and diversity of contemporary U.S. art
 - Suitability of the exhibition for the U.S. Exhibition at the 13th Cairo Biennale
 - Potential impact of public programs to engage broad audiences
 - Ability of applicant to carry out the proposed exhibition
 - Record of professional activity and achievement by individuals and/or organizations involved

VI. AWARD ADMINISTRATION INFORMATION

Award Notices: The grant agreement shall be written, signed, awarded, and administered by the Grants Officer. The Grants Officer is the Government official delegated the authority by the U.S. Department of State Procurement Executive to write, award, and administer grants and cooperative agreements. The assistance award agreement is the authorizing document and it will be provided to the Recipient through either mail or facsimile transmission. Organizations whose applications will not be funded will also be notified in writing.

Reporting Requirements: Grantees are required to submit quarterly program progress and financial reports throughout the project period. Progress and financial reports are due 30 days after the reporting period. Final programmatic and financial reports are due 90 days after the close of the project period. Progress reports at a minimum should be submitted via electronic mail to an address to be provided in the award.

The regulations relevant to this award are:

- Circular A-21 (Cost Principles for Educational Institutions) Re-located to 2 CFR part 220

- 22 CFR Part 135 Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
- 22 CFR Part 145 Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations (this file is in "rich text format" because of its size and complexity).
- Circular A-110 (Uniform Administrative Requirements for Educational Institutions, Hospitals and Other Non-Profit Organizations {NGO/PVO}) Re-located to 2 CFR part 215
- Circular A-122 (Cost Principles for Non-Profit Organizations) Re-located to 2 CFR part 230
- Circular A-133 (Audits of States, Local Governments, and Non-Profit Organizations)

Issuance of this RFGP does not constitute an award commitment on the part of the Government, nor does it commit the Government to pay for costs incurred in the preparation and submission of proposals. Further, the Government reserves the right to reject any or all proposals received.

VII. DISCLAIMER

If a proposal is selected for funding, the U.S. Department of State has no obligation to provide any additional future funding in connection with the award. Renewal of an award to increase funding or extend the period of performance is at the total discretion of the U.S. Department of State.

VIII. GRANTS.GOV TIPS

In addition to the following tips, you should periodically check the [Grants.gov blog](#) and [Grants.gov homepage](#) for tips, updates, and alerts.

Registration

- **Register early.** Registration is by far the hardest part of the whole process. Don't put it off to the last minute. Grants.gov advises that registration usually takes up to 5 business days but it can take longer; we recommend that you allow at least two weeks. For help, call the Grants.gov Contact Center at 1-800-518-4726, e-mail support@grants.gov, or consult the information posted on the Grants.gov website at [Help](#). The Grants.gov Contact Center is available 24 hours a day, 7 days a week.
- **Be extremely careful when entering your registration information and make sure your information on file with the entities involved is correct and consistent.** In the second step of the registration process, your information will be validated with the IRS and Dun & Bradstreet (D&B). If your information doesn't match exactly -- like having a comma in your organization's name on file with the IRS, but not with D&B -- it can snag your registration.
- **Make sure your registration information is up to date.** Your organization's Central Contractor Registration (CCR) registration -- part of the Grants.gov registration process -

- must be renewed every year. CCR will alert your organization's CCR Point of Contact when it is time for renewal. You can check your current CCR registration status by entering your DUNS number at "[CCR Search](#)" at www.ccr.gov. Also verify your registration with Grants.gov and make sure it is current before you apply, especially if your e-mail address has changed.

- **Even if you aren't registered, you can work on an electronic application.** While you need to be registered in order to submit an application, you don't need to be registered (or an AOR) in order to work on one.

Creating your application

- **Review the Grants.gov software requirements.** You must have a version of Adobe Reader that is supported by Grants.gov installed on your computer in order to access, complete, and submit applications. Non-compatible versions of Adobe Reader or other Adobe products will lead to errors and prevent you from submitting your application. If more than one computer will be involved in the preparation of the application package, ensure that the same version of Adobe Reader is used.
- **Focus on your attachments (narrative, budget, biographical information, etc.).** As always, these are the key parts of a NEA application. You can work on your attachments long before downloading the application package. (And when you do download the package, remember to save it to your computer so you don't need to be online to work on the forms.)
- **When working with the forms, complete the SF-424 (Application for Federal Domestic Assistance) form first.** Certain fields -- e.g., your organization's name -- will then pre-populate the other forms, saving you some work.
- **Yes, the DUNS are important.** The DUNS you enter on the SF-424 form must match exactly the DUNS you used when you registered with CCR. If it doesn't match -- even if you just transpose two digits -- we won't get your application because the Grants.gov system will kick it back to you. If your organization has more than one DUNS (many do), make sure you're using the right one for applying via Grants.gov.
- **Converting your documents to PDFs helps you (and us).** Using PDFs allows you to preserve the formatting of your documents so they can be presented to panelists exactly as you intend. It also ensures we can open the documents and simplifies processing on our end. If you don't already have software to convert files to PDF before you attach them, there are many low-cost and free software packages that can do this. To learn more, go to [PDF Conversion Programs](#).
- **You're the only one who can ensure that your application is complete.** Yes, the Check Package for Errors function on the forms will tell you if you missed a required field. But it can't tell you if you forgot to attach a required document. So be sure you've included everything required by the instructions on the Attachments form. This is especially true if you created multiple versions of the application package as you worked on it. We've had several applicants submit early drafts of their application by mistake; we couldn't accept them because they were missing required attachments and were

therefore incomplete. That's why we recommend that you save only one version of your application by overwriting it each time you save your work.

Submitting your application

- Submit your application **no later than 10 days** prior to the deadline to give yourself ample time to resolve any problems that you might encounter. You take a significant risk by waiting until the day of the deadline to submit.
- **Just because Grants.gov received your application doesn't mean it's been accepted.** Ensure that your application was validated and accepted by the Grants.gov system. Go to **[Track My Application](#)** to track the validation and progress of your application submission through Grants.gov.